Washington University of Virginia

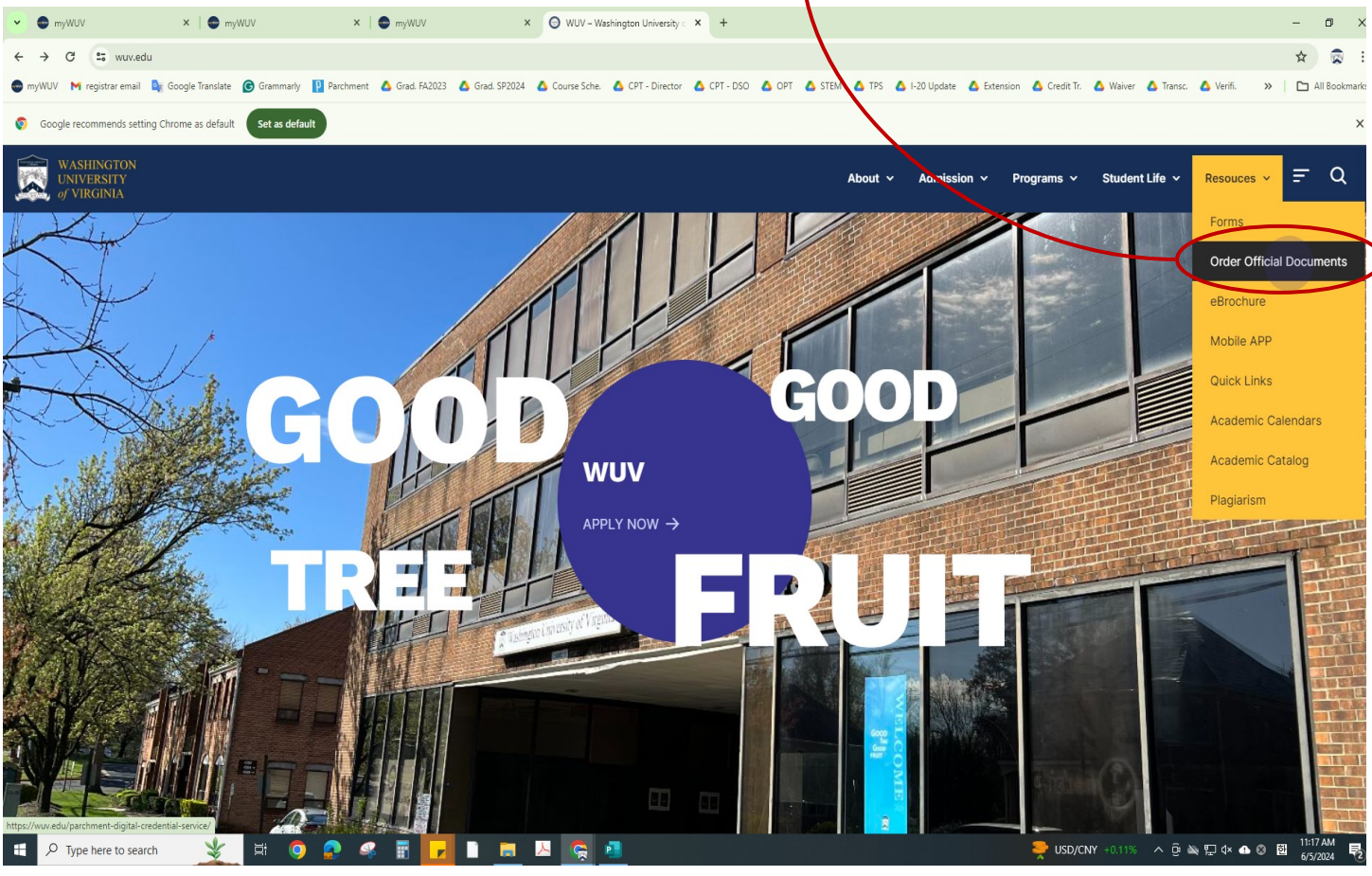
Revised on 06-18-2024

Order your Official Documents from *Parchment* !

This PDF document was created to guide you on how to order official documents such as transcripts, certificates of enrollment, and graduation certificates online through the Parchment site. Please refer to the explanation below!

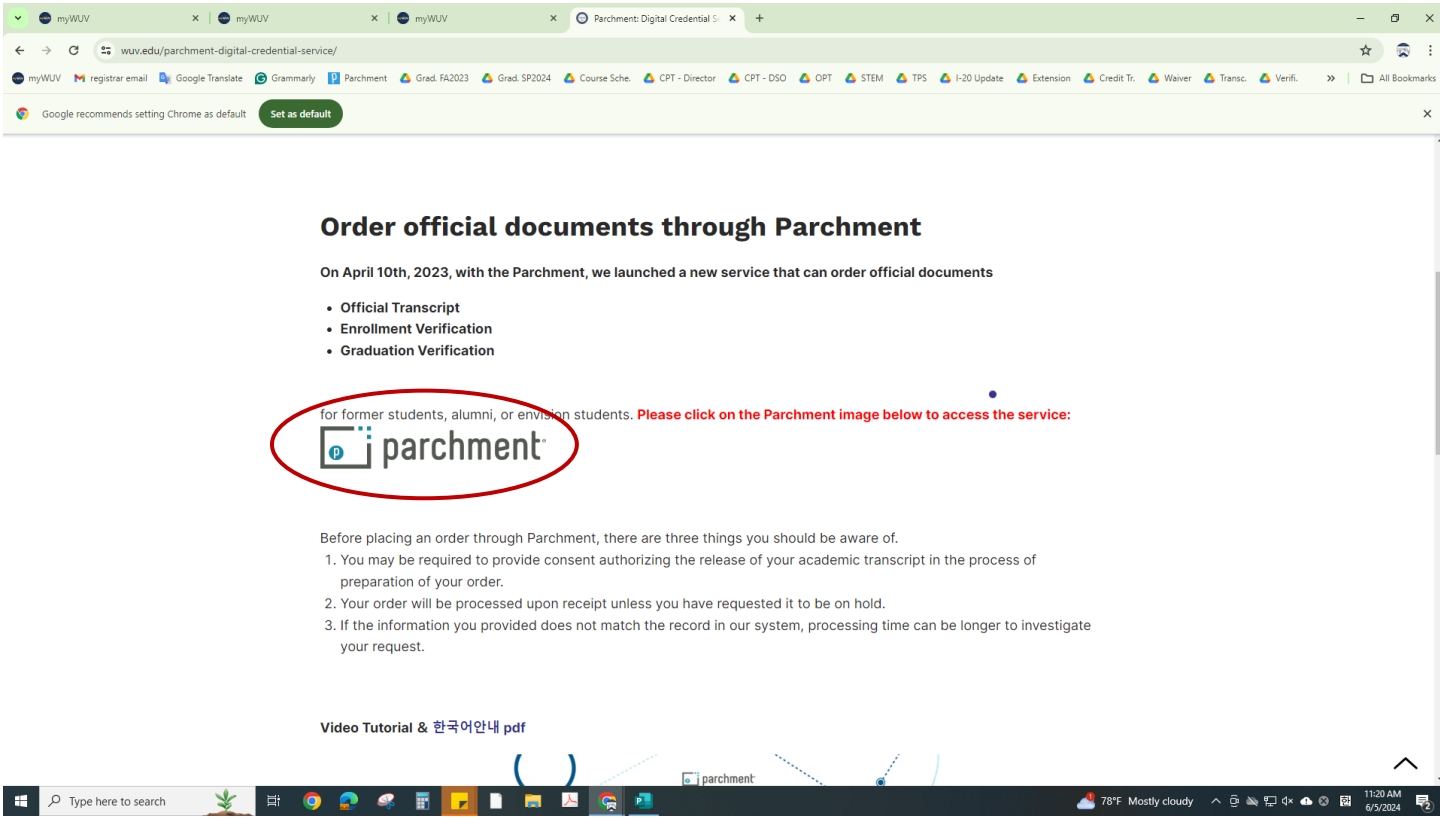
Step 1

After accessing the school website (wuv.edu), click 'Order Official Documents' in Resources!



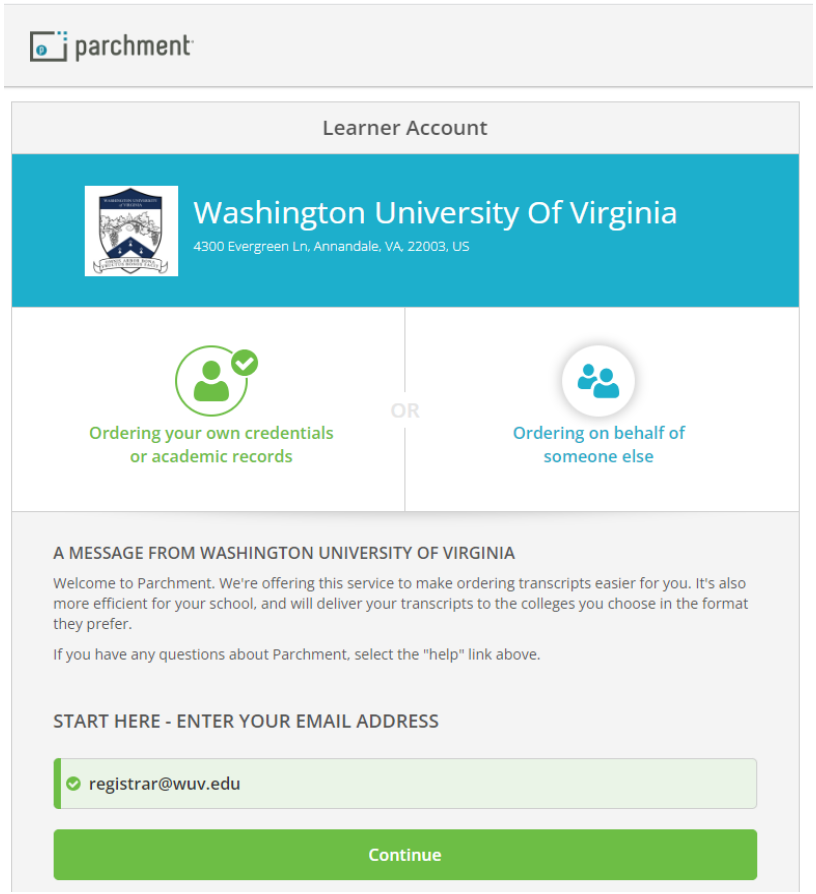
Step 2

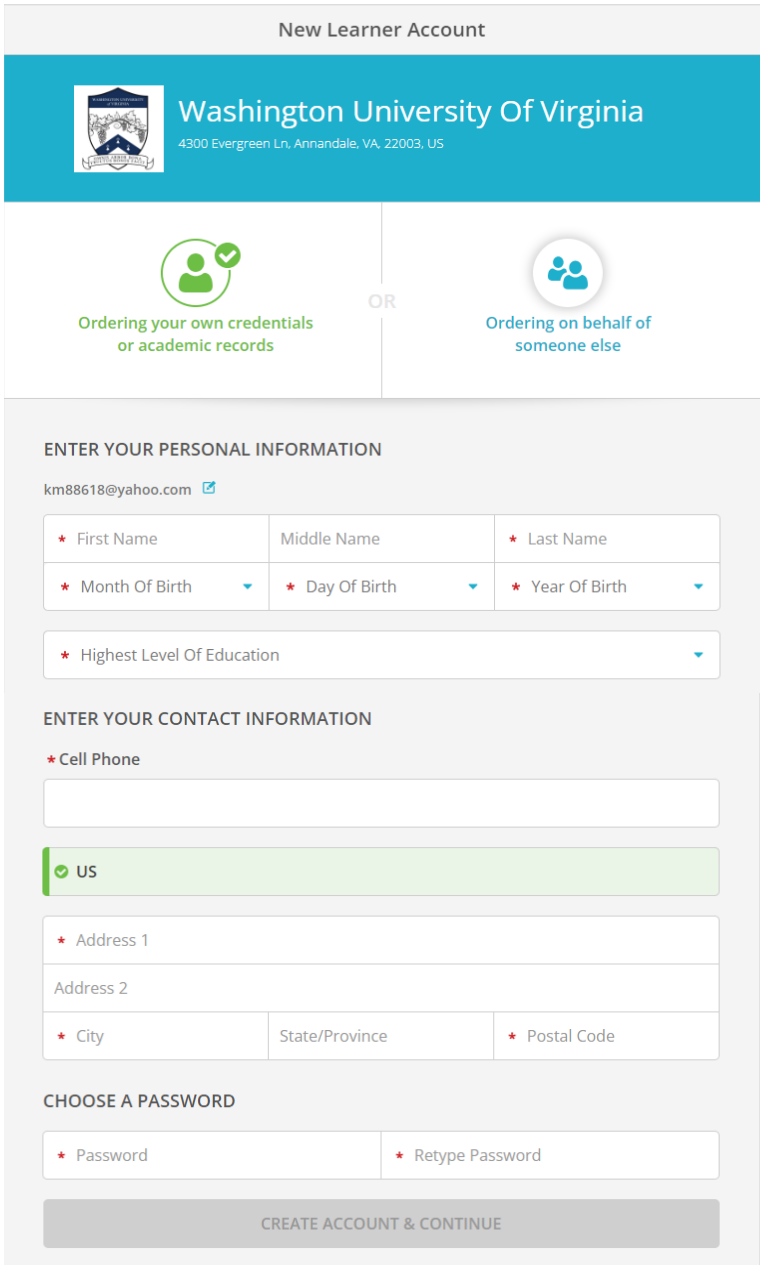
By clicking on the parchment Turn Credentials into Opportunities. image on the page,
Go to the Learner Account page!



Step 3

Enter the applicant's email address in the START HERE field and click CONTINUE!





Step 4

When using the service for the first time, you must create an account. Follow the instructions below to complete account creation!

1. Select one of the options 'Ordering your own credentials or academic records' and 'Ordering on behalf of someone else' at the top of the page.

*** If you order your own document, please select the former, and if you order someone else's document on behalf, please select the latter.**

2. Enter the necessary personal information (name, date of birth) and contact information (phone number, address) sequentially.

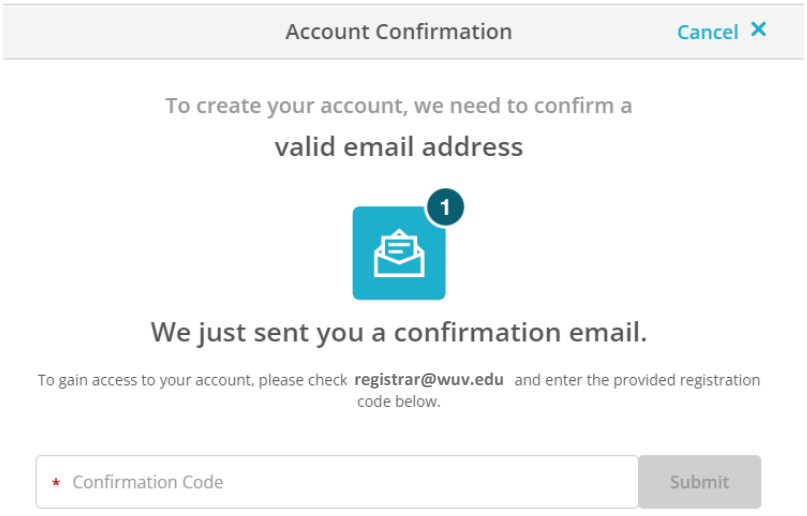
*** All personal information provided when signing up for Parchement is secured.**

3. Enter the account password and click the CREATE ACCOUNT & CONTINUE button to complete account creation.

Step 5

Once you complete creating an account, a confirmation code will be sent to the email address you entered. Fill the code in the blanks and click submit!

*** If you did not receive the email, please make sure you entered the email correctly or check your spam folder.**



Step 6

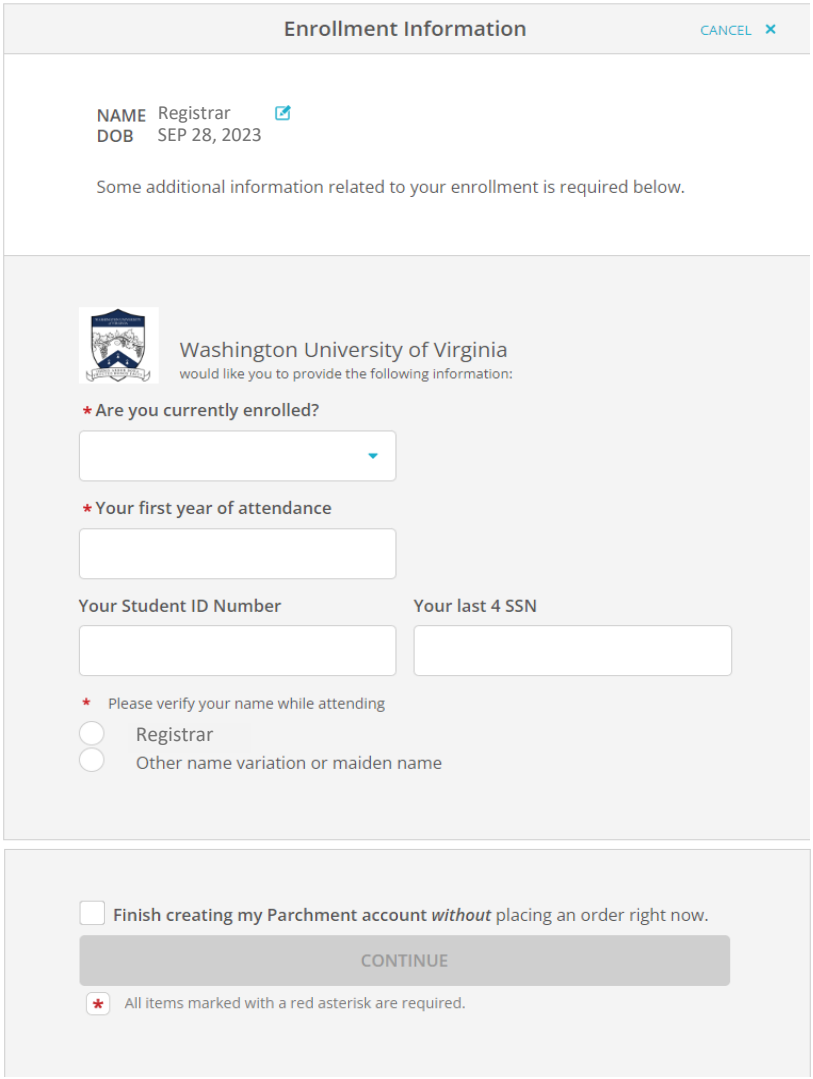
Enter the applicant's academic information as much as you remember!

*** Processing/preparation speed may vary depending on the accuracy of the information provided.**

In order from the top, the questions ask whether you are currently attending school or not, the year you first entered school, your student ID number, the last 4 digits of your SSN, and the name you used when studying.

*** If you do not have an SSN, please enter '1111' instead.**

Finally, check 'Finish creating my Parchment account without placing an order right now' at the bottom and click CONTINUE to complete account creation.



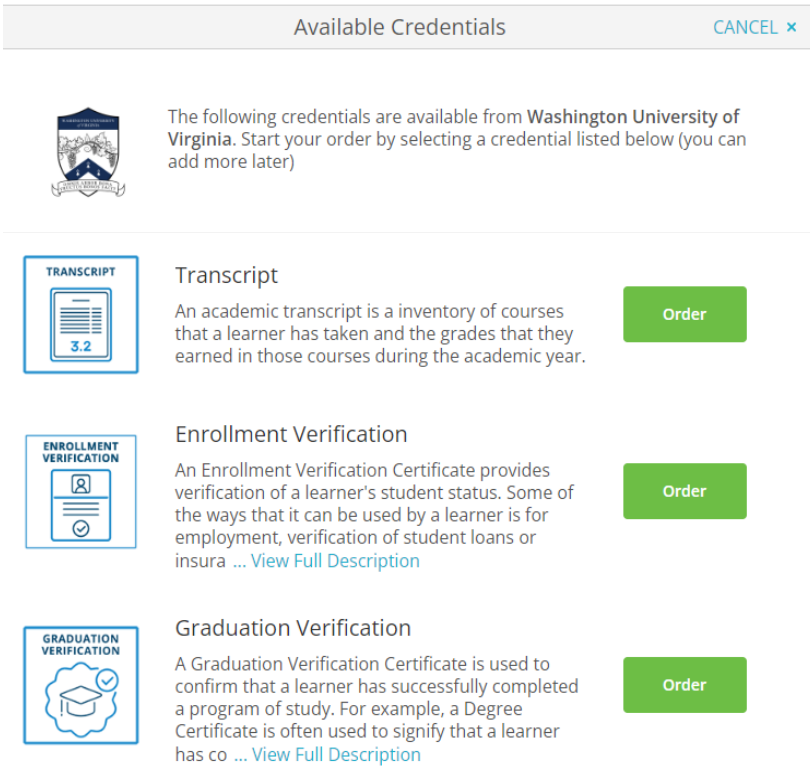
Step 7

Start ordering now. First, select the type of document you want to order!

Currently through Parchment..

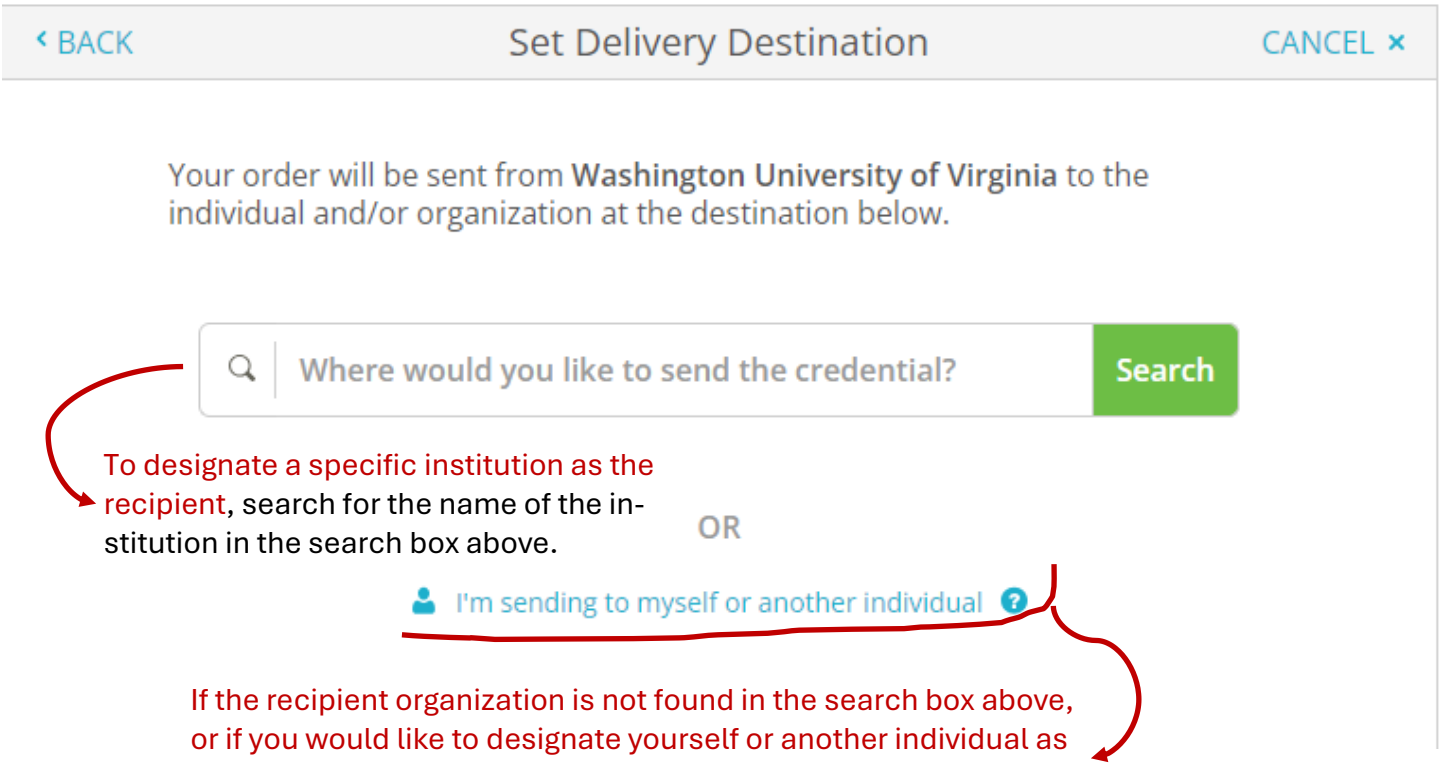
1. Transcript
2. Enrollment Verification
3. Graduation Verification

We only provide these three document services. If you need other documents, please contact registrar@wuv.edu or 703-333-5904.



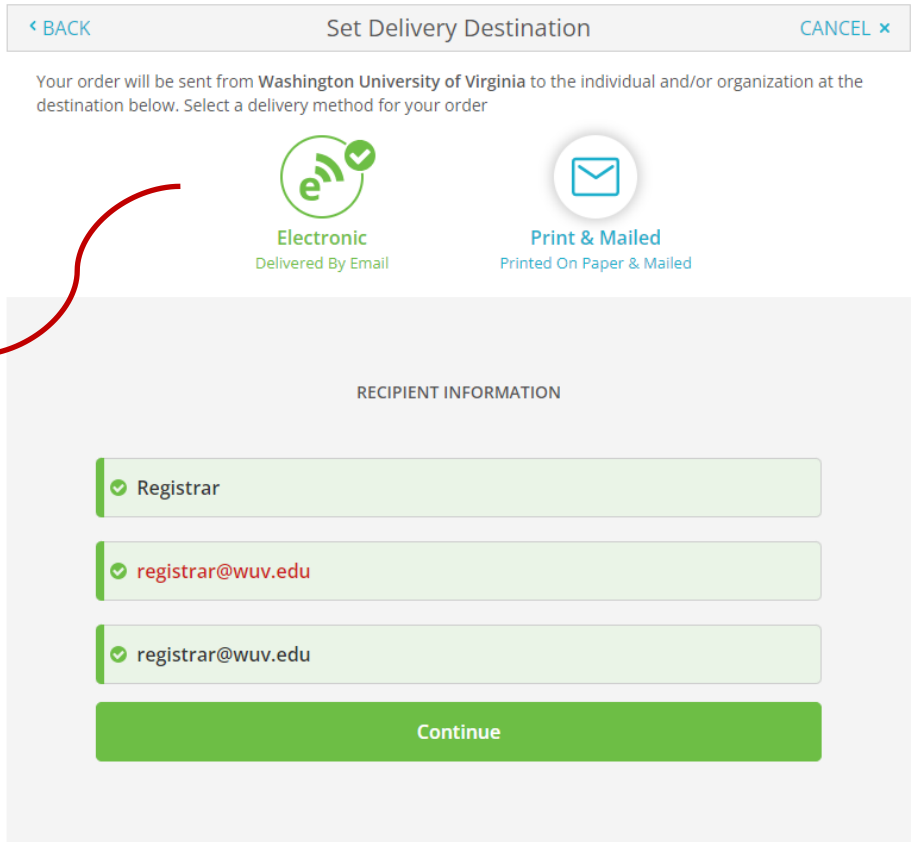
Step 8

Confirm/specify the recipient and delivery destination!



To designate a specific institution as the recipient, search for the name of the institution in the search box above.

If the recipient organization is not found in the search box above, or if you would like to designate yourself or another individual as the recipient, click this phrase to provide/confirm the recipient's name and the recipient's residence/email address.



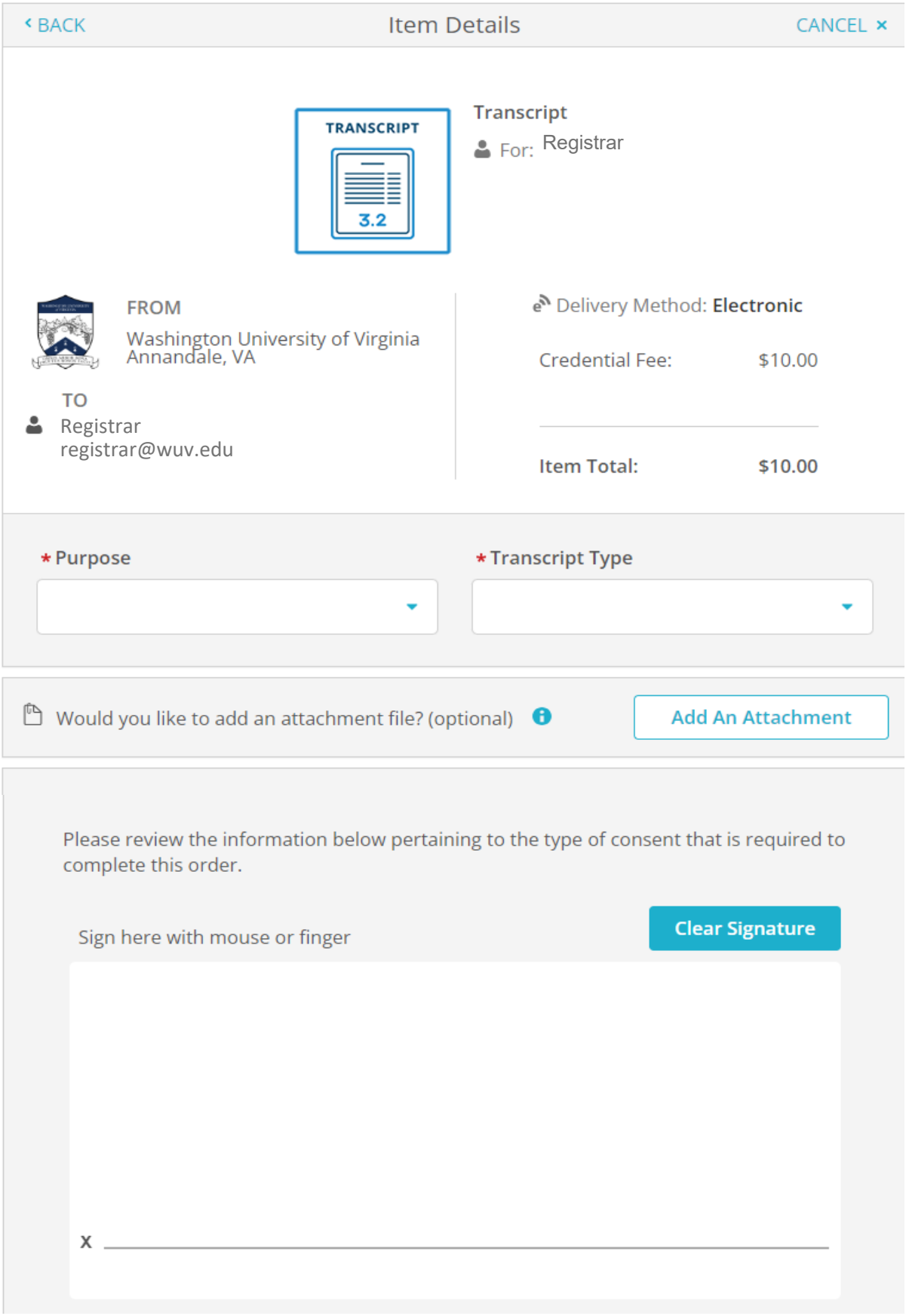
If you want to receive electronic documents by email, select Electronic. If you want to receive printed documents by mail, select Print & Mailed!

After completing all specifications, click Continue below!

Step 9

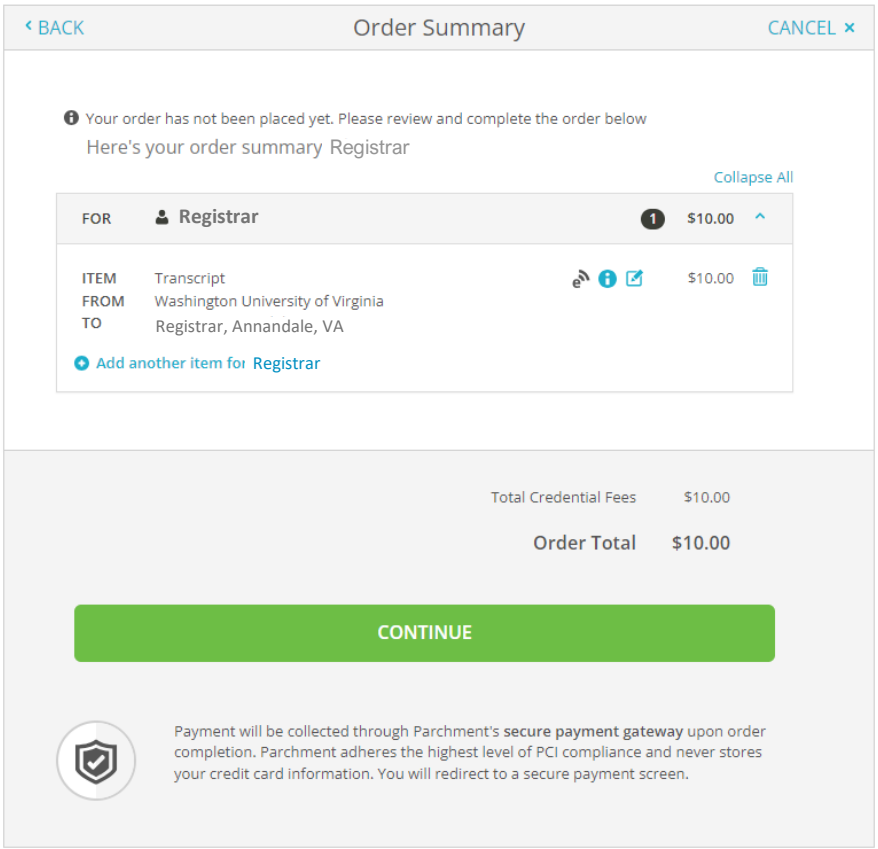
Specify the purpose of order and complete the e-signature!

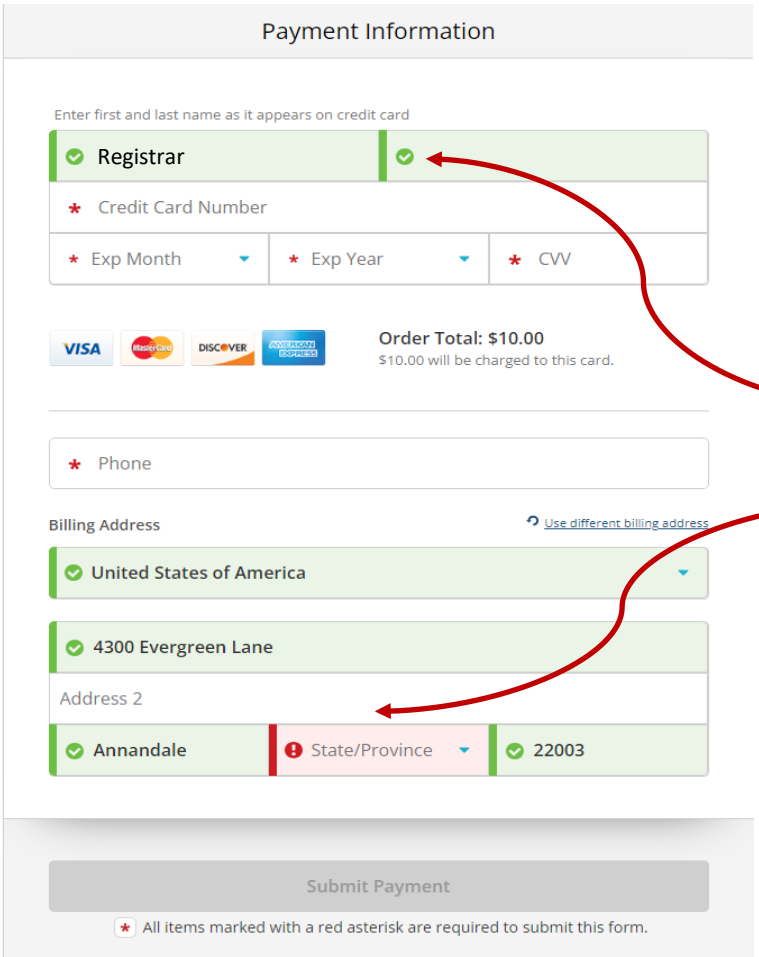
*** <u>This step is omitted when ordering Enrollment or Graduation certificates.</u>**



Step 10

After final confirmation that your order information has been entered correctly, click CONTINUE to proceed with payment!





Step 11

Enter the applicant's payment method information and click SUBMIT PAYMENT to complete!

****When entering information,**

'V' + green background
= info. entered correctly.

'!' + red background
= info. entered incorrectly or not confirmed.

With a payment confirmation message, Your order will be completed. Ordered documents will be prepared/shipped within 3-5 days, excluding weekends and holidays.

*** Preparation time may vary depending on the student's situation.**